

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, October 18, 2010

CALL TO ORDER

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall.

Chair Dave Thomas made a motion to move the Chair and Vice Chair election to after Public Comments.

ROLL CALL

Present: Dave Thomas, Ed Fuentes, Anna Marie Jones, Ed Comerford, and Joe Roberts

City Staff: Human Resources Director Tami Yuki and Public Services Director Klara Fabry.

APPROVAL OF MINUTES

Ed Comerford asked if Ed Fuentes was absent at the July 19, 2010 Personnel Board Meeting. Human Resources Director needs to delete the section that Ed Fuentes was absent. Personnel Board Member Ed Fuentes made a motion with the modification. Personnel Board Member Anna Marie Jones seconded to approve minutes.

PUBLIC COMMENTS

No public comments.

Personnel Board Chair and Vice Chair Election

Personnel Board Member Dave Thomas stated that he has decided not to reapply to his term on the Personnel Board so the Board needs to elect a new Chair and Vice-Chair. Ed Comerford made a motion to select Ed Fuentes as Chair with Anna Marie Jones seconded the motion. Ed Fuentes made a motion to elect Anna Marie elected as Vice Chair with Dave Thomas seconded the motion.

Dave Thomas stated that this is good group to work with and appreciated all their support. He also stated that he will continue to volunteer in the community.

CONDUCT OF BUSINESS

**Engineering Technician/Public Works Inspector
Assistant Engineer
Associate Civil Engineer
Principal Civil Engineer
Deputy Director of Public Services**

A. Review of Job Descriptions for Public Services Department

Public Services Director Klara Fabry stated that the changes to the job descriptions were more clean up changes that needed to take place to update and align with their current job duties.

Engineering Technician/Public Works Inspector

Ed Comerford asked why this was called a journey-level position. Human Resources Director stated this is not an entry level and requires experience. Joe Roberts stated like an apprentice and journey level in the trades industry.

Page 2, under "Knowledge of", delete "highly" before "preferred".

Page 2, under "Ability to", add "e" to the missing "e" in "effectively."

Ed Comerford asked what "pre-engineering" curriculum. Klara Fabry stated that "pre-engineering" are pre-requisites and mandatory classes before the engineering courses. Ed Fuentes suggested delete

“pre” to make it more clear. Page 3, under “Education and Experience”, add “accredited” before “college”, and delete “pre” before “engineering”.

Assistant Engineer

This position is not a budgeted position, but this position is part of the engineering series which needs to be updated.

Page 1, under “Distinguishing Characteristics” delete, “There is no lower professional engineering class”.

Page 1, under “Essential Duties and Responsibilities”, format paragraph into bullet points. Also delete, “On assignment”.

Page 2, under “Ability to” delete, “friendly and”.

Page 2, under “Education and Experience”, delete, “Additional qualifying experience may be substituted for the required education on a year-for-year basis.”

Page 3, under “Physical Demands”, third paragraph, replace “talk or hear” with “talk and hear”.

Page 4, under “Selection Guidelines,” add the following language which is in other job descriptions after “position change” which is “in accordance with applicable MOU provisions.”

Associate Civil Engineer

Public Services Director stated that the Associate Civil Engineer is a project manager of each project, the Principal Civil Engineer is the program manager for certain programs, and the City Engineer/Deputy Director is responsible for all of the programs and projects.

Need to add page numbers.

Page 1, under “Supervision Exercised” add after “consultants” the following, “such as Engineering Technician/Public Works Inspector or Assistant Engineer.”

Page 1, under “Distinguishing Characteristics”, delete, “Positions in this class possess the applicable educational and training background required for the classes in the engineering series, including appropriate certificates and licenses in the field, as well as, practical work experience.” Also delete, “The Associate Civil Engineer position is distinguished from the City Engineer position which is responsible for the administrative direction of the Engineering Division and control of all projects.”

Page 4, under “Knowledge of” replace “modern standards” with “current standards.” Also add a “;” after “engineering tools.”

Page 4, under “Ability to”, delete “neatly and” after “drawings”. Also replace “keep abreast of advances” with “keep current of advances.”

Page 5, under “Special Requirements”, replace “ability to obtain California registration within six (6) months,” with “ability to obtain California registration within probationary period” for consistency in other job descriptions.

Page 5, under “Tools and Equipment Used”, add “Geographic Information System (GIS)”.

Page 5, under “Physical Demands”, third paragraph, replace “talk or hear” with “talk and hear”.

Page 6, under “Work Environment,” add “A combination of office and field environments; travels to and from site. May be required to work in extreme weather conditions. May be required to respond to

emergency situations and work non-regularly scheduled work hours” which is consistent with the City Engineer/Deputy Director or Public Services and the Principal Civil Engineer job descriptions.

Page 6, under “Selection Guidelines,” add the following language which is in other job descriptions after “position change” which is “in accordance with applicable MOU provisions.”

Principal Civil Engineer

Page 1, under “Definition”, add “,” after “coordinates”, replace “difficult” with “complex”, and replace “Project Manager” with “Project or Program Manager.”

Page 1, under “Supervision Exercised”, replace “Exercise” with “May exercise” with both sentences in this section.

Page 1, under “Distinguishing Characteristics”, remove the three sentences, “Strong communication and writing skills are essential. The incumbent must have strong interpersonal skills and be able to build consensus and convincingly represent the City in a wide variety of concerns and interests. Incumbents work independently, seeking assistance only as new or unusual situations arise.” Some of these skills should be in the knowledge, skills, and abilities section. Delete “The Principal Civil Engineer position is distinguished from the City Engineer/Deputy Public Services Director position in that the latter is responsible for the general administrative direction of the Engineering Division and control of all projects.”

Page 2, under “Essential Duties and Responsibilities”, add to third paragraph, “utilities” after “streets.”

Page 3, under “Peripheral Duties”, delete “pleasant” before “cooperative.” Replace “Public Works design” with “public works design”. Public Works should not be capitalized. Add under this section, “May be assigned to act in the absence of the City Engineer/Deputy Public Services Director.”

Page 3, under “Knowledge of”, replace “Public Works projects” with “public works projects”. Public Works should not be capitalized. Replace “modern developments” with “current developments.”

Page 4, under “Ability to”, replace “keep abreast of advances in engineering technology” with “keep current of advances in engineering technology”.

Page 4, under “Skill in” remove “ing” from “performing”; “Public Works” should be in lowercase; remove “ing” from “developing and implementing”, and move to the “Ability to” section.

Page 5, under “Special Requirements”, replace “ability to obtain California registration within six (6) months,” with “ability to obtain California registration within probationary period” for consistency as in other job descriptions.

Page 5, “Tools and Equipment Used”, add “Geographic Information System (GIS)”.

Page 6, under “Physical Demands”, third paragraph, replace “talk or hear” with “talk and hear”.

Page 5, under “Work Environment”, add “A combination of office and field environments; travels to and from site. May be required to work in extreme weather conditions. May be required to respond to emergency situations and work non-regularly scheduled work hours” which is consistent with the City Engineer/Deputy Director or Public Services and the Associate Civil Engineer job descriptions.

Page 6, under “Selection Guidelines,” add the following language which is in other job descriptions after “position change” which is “in accordance with applicable MOU provisions.”

Deputy Director of Public Services

Page 1, delete “Engineering” from the title of “City Engineer/Deputy Public Services Director

Page 1, under “Supervision Exercised” replace “Public Works” with “Public Services”.

Page 1, under “Distinguishing Characteristics”, replace “This single position class” with “This position”.

Page 3, under “Peripheral Duties”, remove “pleasant” before “cooperative.” Also replace, “May act for Public Services Director as assigned” with “May be assigned to act as Public Services Director.”

Page 4, under “Knowledge of”, replace “contemporary methods” with “current methods”; delete “safety” before “practices and procedures”; delete “well” in “well design”; delete “safe driving principles and practices” as the previous sentence includes safe practices and procedures; delete space in between “bench marking”.

Page 4, under “Education and Experience”, replace “four (4) years of increasingly responsible management experience involving civil engineering with at least two (2) years in a responsible management or supervisory level position” with “four (4) years of increasingly responsible management experience involving civil engineering and at least two (2) years in a responsible management or supervisory level position”. Delete “but not required” after “preferred.”

Page 5, under “Special Requirements” add “or possess Professional Engineer Registration in another state with ability to obtain California registration as a Registered Civil Engineer_within probationary period” for consistency with other job descriptions.

Page 5, under “Tools and Equipment” replace current language with the following which is consistent with the Principal Civil Engineer and Associate Civil Engineer job descriptions: “Personal computer, including word processing, spreadsheet, database, project scheduling and computer-aided design software, standard drafting tools, surveying equipment including level, theodolite, and electronic measuring devices, motor vehicle, phone, and mobile radio”.

Page 5, under “Physical Demands” need to add the following language to make it consistent with Principal Civil Engineer and Associate Civil Engineer job descriptions: “Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

Page 5, Under “Work Environment” need to add the following language to make it consistent with Principal Civil Engineer and Associate Civil Engineer job descriptions: “While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.”

Page 6, under “Selection Guidelines,” add the following language which is in other job descriptions after “position change” which is “in accordance with applicable MOU provisions.”

Personnel Board Member Comerford made a motion to recommend the job descriptions with the changes, and Personnel Board Member Roberts seconded the motion.

B. Recruitment

- a. **City Engineer/Deputy Director of Public Services** – The City completed a recruitment for City Engineer and interviewed the top candidates, but did not find a suitable candidate. The City will do another recruitment with a targeted population, direct mailing, etc.
- b. **City Attorney** – An outside recruiter is completing the recruitment; interviews with the City Council will be scheduled soon.
- c. **Public Safety Dispatcher** – The recruitment will close on Nov. 21.

Board Members Comments

Human Resources Director Yuki stated that the next scheduled Personnel Board Meeting is scheduled for November 15, 2010.

ADJOURNMENT

The meeting adjourned at 7:35 p.m.